

# HUMAN RESOURCES OFFICE YOKOSUKA JAPAN VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT NUMBER:** CNFJ-111-04

**TITLE/SERIES/GRADE:** HOUSING SUPPORT ASSISTANT, GS-0303-07

**SALARY:** GS-07: \$29,821 - \$38,767 PER ANNUM

**OPEN DATE:** 10-22-04

**FIRST CUT-OFF DATE:** 10-29-04

**CLOSING DATE:** 11-19-04

**LOCATION:** COMNAVFORJAPAN, Regional Housing Department, Administrative Office

**AREA OF CONSIDERATION:** Current Permanent DoD employees, Reinstatement eligibles. Military Spouse, Preference/Family Member Eligibles in the Yokosuka and Yokohama area. Or veterans who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service and who reside in Yokosuka and Yokohama area may apply.

**NOTES:**

1. This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will NOT be granted.

2. \*\*\***External Candidates** – See note regarding external referral procedures. You are an external candidate if you do not fall into the following categories: A current permanent Federal employee or former employee with reinstatement eligibility; a current NAF employee covered by the NAF/AF interchange agreement; or a former military member eligible for appointment under the Veterans Employment Opportunity Act (VEOA).

3. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.

**DUTIES:** Receives visitors and telephone calls for the Regional Housing Director and Staff. Sets up logs and indexes showing the status of actions and correspondence. Schedules appointments and make arrangements for time, participants and location of meetings in accordance with instructions from the Housing Director. Responsible for office building maintenance and computer problems. Locates and assembles information for various reports, briefings, conference, etc. following up with staff members to insure that various commitments made at conferences and meetings are met, designing and organizing the letters, forms, instruction manuals, newsletters and other forms of written correspondence for CNFJ Housing. Trains new employees and provides administrative assistance. Plans, develops and carries out a housing information program. Researches and gathers information on various subjects pertinent to housing customers, such as: current and upcoming events, policy changes, etc. Coordinates and prepares articles for publication in the base news paper, Plan-of-the days, channel seven community bulletin board. Publishes the CNFJ Housing newsletter. Gathers information, prepares and/ or edits articles photographs and other copy, determines layout and overseas printing and distribution. Coordinates region correspondence, meetings and training appropriate personnel.

**QUALIFICATION REQUIREMENT:**

1 year of specialized experience equivalent to at least GS-6 level in the Federal service

**TIME-IN GRADE (TIG) REQUIREMENTS:** Applicants subject to time-in-grade restrictions must meet OPMs TIG requirements (Ref: Title 5 CFR 300.601).

**SPECIALIZED EXPERIENCE:** Experience which equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position and that is in or directly related to the position to be filled such as experience in assisting the Regional Housing Director and Staff in all administrative matters, civilian employment practices, as well as Public Affairs functions. To be creditable, specialized experience must be equivalent to at least GS-06 grade level in the Federal service.

**EVALUATION FACTORS:** Applicants who meet the minimum qualification requirements will be rated on the following job related Knowledge, Skills and Abilities (KSAs). Applicants are strongly encouraged to address how their experience demonstrates each of these factors to receive full consideration.

- 1: Knowledge of CNFJ Family Housing Organization, program, policies and facilities inventory of all Housing facilities equipment and support infrastructure at Yokosuka Main Base, Ikego and Negishi housing area.
- 2: Knowledge of organizational functions, organizational goals and office procedures to perform various administrative functions.
- 3: Knowledge of civilian employment practices in order to assist with coordination of personnel actions.
- 4: Knowledge of software application in the areas of word processing, database management, computer graphics and general business applications.
- 5: Knowledge of desktop publishing software and prepare varied news release.
- 6: Knowledge of administrative functions of the office sufficient to screen requests for information, personally provide authorized information from files and records, assemble information for use in reports, follow up on commitments made in meetings and refer non-routine requests to appropriate individuals.
- 7: Knowledge of written communication principles, methods and techniques.
- 8: Skill in using good writing styles.

**SPECIAL REQUIREMENTS:** 1. ADDRESS KSAS. 2. **MUST BE A QUALIFIED TYPIST WHO CAN TYPE 40 WORDS PER MINUTE.** APPLICANTS WHO DO NOT INDICATE MEETING THIS TYPING SPEED ON THEIR RESUME OR APPLICATION WILL BE DISQUALIFIED AND NOT REFERRED FOR POSITIONS REQUIRING TYPING/OFFICE AUTOMATION SKILLS. NOTE: LIST TYPING SPEED AND COMPUTER CAPABILITIES ON YOUR RESUME OR IN ITEM 13 OF THE OF-612. 3. **MUST POSSESS A VALID DRIVER'S LICENSE.**

**INQUIRIES REGARDING THIS VACANCY:** Call HRO at 243-5725.

**SEE ATTACHED PAGE FOR MORE INFORMATION AND APPLICATION INSTRUCTIONS**

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## HRO YOKOSUKA VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

**WHO MAY APPLY:** Refer to the Area of Consideration for each vacancy announcement. *Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply, if the area of consideration extends beyond the Department of Defense. (Ref: Veterans Employment Opportunity Act of 1998 (VEOA98))*

**HOW TO APPLY:** Application and forms must be received in the Human Resources Office, PSC 473, Box 22, FPO AP 96349-0022, by the closing/cut-off date of the announcement. Applications may be submitted by mail, through the drop box located at the front entrance of the HRO Building 1472, or at the Customer Service Desk, HRO Bldg 1472, between the hours of 8:00 am. to 4:00 p.m., Monday through Friday. Postmark dates will not be accepted. Applications submitted through the drop box must be in the drop box by 8 a.m. the following workday to be accepted as received the previous workday. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. Applications and attachments will not be retrieved for duplication or for return. Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement. Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying. E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

### FORMS REQUIRED:

1. [OF 612](#) - Optional Application for Federal Employment, resume, Application for Federal Employment (SF-171) or other written format. *Those using a resume or other written format should refer to the flyer [OF 510](#) - "Applying for a Federal Job" for required information.*
2. **Resume and alternative forms of applications MUST contain the following:**
  - [Announcement number, title and grade of the job for which you are applying.](#)

- Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
  - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city-state; majors with type and year of any degrees received.
  - Highest Federal civilian grade held (also give job series and dates held\*); proof of reinstatement eligibility, if applicable.
  - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
  - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
  - An original signature and date.
3. Supplemental Experience Statement or separate sheet addressing KSAs (knowledge, skills & abilities) or QRF (quality ranking factor) as required by the announcement.
  4. Copy of most recent performance appraisal.
  5. **\*SF-50 copy - If current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and [HRSCPR 12300](#). CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.**
  6. DD-214 indicating type of discharge (Member 4 copy). If claiming 10-point Veterans' Preference, submit an SF-15 and VA letter or certificate (dated within one year). Required if area of consideration includes VRAs or 30% Disabled Veterans and VEOA98 eligibles.
  7. [Questionnaire to Application for Federal Employment](#).
  8. Male candidates born after December 31, 1959 must submit **PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION** form. For further information: <http://www.sss.gov>
  9. All other forms and information required in the specific vacancy announcement, including any additional forms or information applicable to your specific situation as outlined below.

**QUALIFICATION REQUIREMENTS:** Evaluation will be based on OPM approved qualification standards for the specific occupational series. **Selective Factors**, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

**TIME-IN-GRADE REQUIREMENTS:** Applicants must meet OPM time-in-grade requirements for promotion to General Schedule positions in the competitive service. TIG restrictions apply to any candidate who within the previous 52 weeks held a General Schedule (GS) position under nontemporary appointment in the competitive service.

**An individual moving from an excepted appointment to another excepted appointment is NOT subject to TIG.**

**EDUCATION:** When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** provide documentation or proof that he/she has met the education provisions with their application (Acceptable documentation/proof: official transcripts OR statement from institutions registrar, dean, or other appropriate official for **ALL** institutions attended). Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting

institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

### **SUPERIOR ACADEMIC ACHIEVEMENT (S.A.A.)**

S.A.A. is based on **(1) Class standing**—must be in the upper third of the graduating class in the college, university, or major subdivision **OR (2) Grade-point average**—a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or computed based on courses completed during the final 2 years of the curriculum; or b) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum **OR (3) honor society membership**.

**EVALUATION METHOD:** Information contained in the application to include KSAs, supplemental experience statement (if required) and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. Applicants who meet the minimum qualification requirements will be rated on the job related KSA's to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

**\*\*\*EXTERNAL REFERRAL PROCEDURES:** Referral of external candidates will be in accordance with Title 5 CFR 333 requiring that eligible applicants be referred in priority group order. Applicants in lower preference groups might not be referred for consideration even though rated as qualified, if a sufficient number of higher-preference group applicants are qualified and available for the position. This would preclude the selection of candidates from lower preference groups.

**DEVELOPMENTAL OR TRAINEE POSITIONS:** If selected for a developmental or trainee position, the selectee will undergo training and/or work experience and may be promoted to the intermediate and/or target levels without further competition when eligible and at the supervisor's discretion; however, promotions are not guaranteed.

**MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):** Candidates claiming MSP/FMP must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference. Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP. Applicants claiming MSP **MUST** address the knowledge, skills, and abilities (KSAs) listed in this announcement. Family members of locally hired DoD civilian employees are not eligible for family member preference. Military Spouses/Family Members may file applications for employment with overseas civilian personnel offices 30 days before their anticipated arrival within the command. However, spouses/family members may not receive preference until actually arriving at the overseas location.

**VETERANS' PREFERENCE:** A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site: [www.opm.gov](http://www.opm.gov)

### **OTHER PERTINENT INFORMATION:**

- The filling of positions is subject to referrals and placement from regulatory placement programs.
- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles, who may be referred to the selecting official

at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to nonselect all candidates or to select from other sources during the recruitment process.

- Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur at the same activity within 90 days of the selection/closing date of the announcement.
- Selectees to positions that are announced as temporary may be appointed for periods of up to one year in duration, and may be extended for a maximum of 1 additional year, or converted to permanent without further competition.
- For all positions requiring access to firearms or ammunition: The Federal government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, **before a final job offer can be made.**
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
- Initial tour of duty is 36 months. Family members are tied to the sponsor's tour.
- Waiver must be obtained prior to commitment or appointment for selection of a retired military candidate within 180 days of retirement from military service.
- Locality pay does not apply in the overseas area.
- Benefits and allowances afforded in Japan are administered by the Department of State and are subject to change at anytime without advance notification.
- Male candidates who are born after December 31, 1959 will be required to submit proof of registration with the Selective Service System or proof of exemption.
- Active Duty Military members applying for this position who are separating from the military must provide separation orders or other document that verifies the separation date, and list of campaign Expedition Medals from the Service Record.

#### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Mr. Randy Manese, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 0468-21-1911, extension 243-8187.